

POST-GOVERNMENT EMPLOYMENT QUESTIONNAIRE

The answers to this questionnaire may be used to prepare an opinion letter about the propriety of your post-Government service plans, if you so request. The validity of such a letter depends entirely upon your complete disclosure of all relevant information; thus, full answers to the questions are essential. Otherwise, the information supplied below will serve as a talking paper from which general advice can be provided as well as a file record of such issues as may be present and discussed.

Department of Navy regulations prohibit Navy attorneys from forming unauthorized attorney-client relationships. **Completing this questionnaire does not establish an attorney-client relationship with an Ethics Counselor. The information provided in your answers is, therefore, not privileged.** If, in answering this questionnaire, you reveal evidence of a past violation of a law or regulation, there exists an obligation to report suspected violations to the appropriate investigative authorities.

At NAVAIRSYSCOMHQ, military members may obtain post-government employment advice by contacting the Ethics Counselor at (301) 757-0586/0585, or if there is no response, at (301) 757-0583.

PRIVACY ACT STATEMENT

This information is collected per DOD 5500.7-R, the Joint Ethics Regulation, and the following statutory authority: 18 U.S.C. §201-209 and 41 U.S.C. §423. The information you supply will principally be used to assess your prospective post-Government employment and to render an advisory opinion, if requested, as to the propriety of that employment. Submission of the information requested in this questionnaire is voluntary. Failure to provide the information requested, however, will result in my being unable to provide you with post-Government employment advice.

ACKNOWLEDGEMENT

I have read the above paragraphs. I understand that, by seeking advice about the applicability of post-Government service employment restrictions or by requesting an opinion as to the propriety of specified post-Government employment, I am not entering into an attorney-client relationship with the person providing this advice. I understand that my answers are voluntary and are not privileged communications and that, if they reveal a past or present violation of law or regulation, the information will be referred to proper authority for appropriate action, which could include administrative or disciplinary action.

DATE

SIGNATURE

PERSONAL DATA

Full Name: _____ GRADE/RANK: _____

Home Address: _____

Office Address: _____

Home Phone: _____

Office Phone: _____ Office Fax: _____

Present Position: _____

Anticipated Departure Date from DoD: _____

Do you intend to work on terminal leave? Yes _____ No _____

Brief Description of Present Duties:

In The Last Two Years Have You Filed a SF or OGE Form 450,
"CONFIDENTIAL FINANCIAL DISCLOSURE REPORT"?

Yes _____ No _____

* If "YES", for which job(s) did you file the OGE Form 450?

Are you required to file a SF 278, "EXECUTIVE BRANCH PERSONNEL PUBLIC
FINANCIAL
DISCLOSURE REPORT"?

Yes _____ No _____

If **"YES"**, you must file a termination report not earlier than 15 days
before, and not later than 30 days after your termination date.

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If you performed procurement duties in which you were personally involved during your final year of Government service, you may be limited in the scope of activities in which you may engage on behalf of an employer. In some instances there may be a lifetime prohibition. To participate "personally" means to do so directly and includes the participation of a subordinate when actually directed by you. "Substantial" participation requires more than official responsibility, knowledge, or involvement in an administrative or peripheral issue. Participating in a single critical step may be substantial.

1. List all actions involving any contracts or contractors. Include approximate value of any contract involved.
2. Who do you anticipate contacting or providing resumes to? Please include anyone already contacted.
3. Please provide any current or former contacts with the organizations listed in Question 1:
4. Have you, after 31 December 1996:
 - (A) served, at the time of selection of the contractor or the award of a contract to that contractor, as the procuring contracting officer, the source selection authority, a member of the source selection evaluation board, or the chief of a financial or technical evaluation team in a procurement in which that contractor was selected for award of a contract in excess of \$10,000.000?

NOTE: The term "contracting officer" is defined in the Act to be "a person who, by appointment in accordance with applicable regulations, has the authority to enter into a Federal agency procurement contract on behalf of the government and to make determinations and findings with respect to such a contract."

- (B) served as the program manager, deputy program manager, or administrative contracting officer for a contract in excess of \$10,000,000 awarded

to that contractor?

(C) personally made --

(i) a decision to award a contract, sub-contract, modification of a contract or subcontract, or a task order or delivery order in excess of \$10,000,000 to that contractor?

(ii) a decision to establish overhead or other rates applicable to a contract or contracts for that contractor that are valued in excess of \$10,000,000?

(iii) a decision to approve issuance of a contract payment or payments in excess of \$10,000,000 to that contractor?

(iv) a decision to pay or settle a claim in excess of \$10,000,00 with that contractor?

NOTE: *If you served as a procurement officer, once you receive a job offer you will need to provide the Ethics Counselor with a job description before an advisory opinion as to the propriety of that employment can be issued.*

If you did not serve as a procurement officer, some defense contractors will still ask that you have an advisory opinion as to the propriety of your employment. If they do, you will need to provide the Ethics Counselor with a job description before an advisory opinion as to the propriety of that employment can be issued.

STANDARDS OF CONDUCT EXIT FORM FOR MILITARY PERSONNEL

*This portion will be completed following your ethics out-brief.

ACNOWLEDGEMENT:

I certify that I have been provided:

1. The NAVAIR Executive Summary for Post-Government Employment
(initial) _____
2. The Post-Government Employment Restrictions Handout
(Appropriate for my pay grade)
(initial) _____
3. The "Frequently asked Questions" job search handout.
(initial) _____

I further certify that I have been briefed concerning post-government employment restrictions appropriate for my paygrade and that I have had the opportunity to discuss these rules with the Staff Judge Advocate (Ethics Counselor).

Government Employee (Sign)

Date

Ethics Counselor